[Document title]

Mujtaba

***s***

**Contact**

## Email:

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**Visa Status:**

**Visit Visa**

From 16 Sep 2019

To 16 Oct 2019

**Summary**

Logistic officer with over 2 years’ experience for the visa service company with strong communication and analytical skills performed tasks like transferred secret documents from one city to another, monitored movement and tracking of vehicles in company portal. Highly organized and articulate; able to perform work timely, pressure handling. Proficient in using Microsoft Excel, Word, PowerPoint. Fluent in English. Last experience of working is with Gerry’s International.

## EXPERIENCE

**Logistic Officer (June 2018- Sep 2019***)*

## Gerry’s International

* Performed efficient Planning for product and materials in daily basis that transfer from one city to another
* Monitored and tracked the movement of different Vehicle in company portal
* Delivered secret documents to the right location on time
* Shifted important documents of company from one stations to another.
* Received and sort daily mails, deliveries, couriers.

**Cashier cum Office Assistant (Jan 2017- Jan 2018***)*

## Ravi Exchange co.

* Welcome visitors entered the office.
* Responded to telephone calls screen, transferred or responded to enquiries or messages.
* Monitored front office supplies and kept inventory of stock.
* Buying and Selling the Currency.
* Sending and Receiving the International Transactions.
* Maintained and updated record of office expenses as well as costs.
* Ensured office security is maintained

## Education

* + MSC (IR) National University of Modern Languages
	+ Bachelor of Commerce University of the Punjab
	+ Intermediate of Commerce Federal Board of Intermediate

**Skill Highlights**

* + Proficient typing skills
	+ Time Management
	+ Verbal & written communication
	+ Good computer skills
	+ Administrative skills
	+ Good customer service skills

**CERTIFICATES AND PROJECTS**

* + Participated in International conference on CPEC
	+ Diploma in Advance English Language course
	+ Computer courses (Microsoft word, excel, PowerPoint )